



WASHINGTON STATE LEGISLATURE

Office of the State Actuary

April 3, 2006

EXEMPT RECRUITMENT

Associate Pension Actuary

POSITION: The Washington Office of the State Actuary is seeking candidates for the temporary position of Associate Pension Actuary. This is a temporary full-time nonpartisan at-will position that is exempt from the state civil service system. The temporary position is expected to end on June 30, 2007. The position would involve validating the actuarial calculations related to the preparation of actuarial valuations for 15 state retirement systems covering 500,000 members, performing actuarial services related to the pricing of proposals related to public pensions, managing projects, providing peer review for the work performed by the State Actuary and the Senior Pension Actuary, reviewing the work of the Actuarial Assistants, mentoring the junior staff on pension plan issues, providing guidance to the Actuarial Assistants on ways to approach pension projects, and assisting the Senior Pension Actuary in the supervision of the Actuarial Assistants.

OFFICE: The Office of the State Actuary (OSA) has 12 employees including the State Actuary, actuarial staff, research analysts, and administrative staff. The actuarial staff includes the Senior Pension Actuary and three Actuarial Assistants. The OSA provides actuarial assistance to the Washington State Legislature. More information about the office is available at <http://osa.leg.wa.gov>.

LOCATION: The office is located in Olympia, Washington. Olympia is located at the tip of Puget Sound about 60 miles south of Seattle, with the Olympic Mountains rising across the water in the distance.

2100 Evergreen Park Drive SW, Suite 150

PO Box 40914

Olympia, WA 98504-0914

360.786.6140

Fax: 360.586.8135

TDD: 1.800.635.9993

E-Mail: actuary.state@leg.wa.gov

DESIRABLE QUALIFICATIONS: The successful candidate will be an Associate in the Society of Actuaries (ASA) and an Enrolled Actuary (EA), have a degree from an accredited college or university in a field such as actuarial science, mathematics, economics, or finance; and will have at least ten years of pension actuarial experience. The ideal candidate will be familiar with public plans and reporting requirements under GASB. Knowledge of ProVal and experience performing post-retirement medical valuations, experience studies, and stochastic projections would be a plus. Candidates should be proficient at using pension actuarial software for performing valuations; should be experts with Excel spreadsheets; should be familiar with word processing programs; will have effective interpersonal communication skills; will be comfortable working independently as well as in a team environment; will be legally authorized to work in the United States; and will be available to start immediately.

COMPENSATION: The salary range for the position is \$4,685 - \$7,681 per month (range 24 of the Legislative Salary Schedule). The starting compensation will depend on the candidate's experience and qualifications.

EMPLOYEE BENEFITS: Benefits include medical and dental insurance, life and disability insurance, participation in Social Security and Medicare, a defined benefit retirement plan, a deferred compensation plan, dependent care assistance, support for employee development and training, tuition reimbursement, and an actuarial study program. Employees are granted 11 paid holidays each year in addition to annual leave. Annual leave is based on years of service and starts at 12 days per year, gradually increasing to 22 days per year for 16 or more years of service. Employees may request alternate work schedules and eligible employees may telecommute one day per week.

ACTUARIAL STUDY PROGRAM: The office provides study time and reimbursement of exam-related expenses for examinations administered by the Society of Actuaries (SOA) and the Joint Board for the Enrollment of Actuaries (JBEA). Eligible employees may receive up to 24 hours of office study time for each hour of an SOA or JBEA examination, for each SOA module, or for each Validated by Educational Experience (VEE) subject. The office will reimburse costs for exam fees, actuarial study materials, and exam preparation seminars per office policy.

Electronic submissions including attachments of resumes and cover letters prepared using word processing software are preferred. Candidates should be prepared to provide three references and a transcript from the Society of Actuaries showing which actuarial exams have been completed. To send an electronic resume and cover letter, please email:

mccaulay.martin@leg.wa.gov

Or by U.S. postal service:

Philip Martin McCaulay
Office of the State Actuary
P.O. Box 40914
Olympia, WA 98504-0914

Applications should be submitted no later than Friday, April 28th. The State Actuary reserves the right and may exercise the option to make a hiring decision prior to this date. Interviewing and selection will begin immediately.

The Office of the State Actuary is an equal opportunity employer. Applicants needing assistance or alternative formats in the process should call (360) 753-9695 or TDD at (360) 753-4701 or 1-800-635-9993.